

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1525 (BC-653) P

October 1, 2003

Information Bulletin No. BC-2004-003
Expires: 09/30/04

To: All Field Office Officials
Attn: Fleet Management Personnel

From: Director, National Business Center

Subject: Automated Fleet Management System (AFMS) Monthly
Utilization Window Dates for Fiscal Year 2004

Listed below are the dates that all State/Field Offices should enter motor vehicle utilization information into the AFMS. Please note that this period is generally the last 4 working days prior to the 20th of each month and is commonly referred to as the reporting window. The exception will be reporting window for October 2003, which will be moved up due to year-end processing.

<u>Month</u>	<u>Year</u>	<u>Open Window Dates For Utilization</u>	
October	2003	20 (Monday) 22 (Wednesday)	21 (Tuesday) 23 (Thursday)
November	2003	14 (Friday) 18 (Tuesday)	17 (Monday) 19 (Wednesday)
December	2003	16 (Tuesday) 18 (Thursday)	17 (Wednesday) 19 (Friday)
January	2004	13 (Tuesday) 15 (Thursday)	14 (Wednesday) 16 (Friday)

<u>Month</u>	<u>Year</u>	<u>Open Window Dates For Utilization</u>	
February	2004	13 (Friday) 18 (Wednesday)	17 (Tuesday) 19 (Thursday)
March	2004	16 (Tuesday) 18 (Thursday)	17 (Wednesday) 19 (Friday)
April	2004	14 (Wednesday) 16 (Friday)	15 (Thursday) 19 (Monday)
May	2004	14 (Friday) 18 (Tuesday)	17 (Monday) 19 (Wednesday)
June	2004	15 (Tuesday) 17 (Thursday)	16 (Wednesday) 18 (Friday)
July	2004	14 (Wednesday) 16 (Friday)	15 (Thursday) 19 (Monday)
August	2004	16 (Monday) 18 (Wednesday)	17 (Tuesday) 19 (Thursday)
September	2004	14 (Tuesday) 16 (Thursday)	15 (Wednesday) 17 (Friday)

To help minimize and resolve any access problems and to ensure that utilization data is collected on a timely basis, we recommend that you input as much of your utilization information as possible as soon as the reporting window first opens.

If you have any questions or problems during the window period, please call Judy Reck, BC-653, at (303) 236-9464. If you experience system-related problems, please contact Jim Crews, BC-653, at (303) 236-4676.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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